

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

SECRETARY OF THE SENATE

16 OCT 11 PM 3:44

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

American Public Transportation Association (APTA)

Private Sponsor(s) (list all): _____

Travel date(s): 9/10/16-9/12/16

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$715.20 (airfare + taxes)	\$594 (\$297/night - room + taxes)	\$23.93	\$51.00 (airport parking)
<input checked="" type="checkbox"/> Actual Amount	\$70.97 (taxis)			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Small Operations Committee meeting; Mid-Size Operations Committee meeting; Legislative Committee; Rail Transit

Public-Private Partnerships Committee meeting; Bus and Paratransit CEO Committee; Welcome Reception and Product Showcase.

10/11/16
(Date)

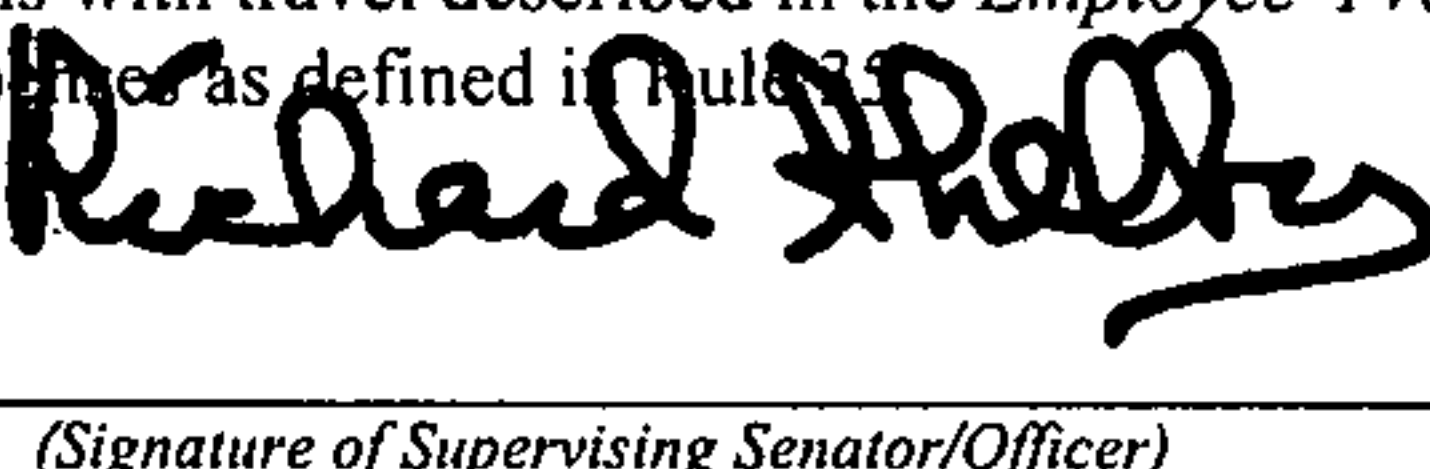
Shannon Hines
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.2(c)(6).

10/11/16
(Date)


(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Shannon Hutcherson Hines

Employing Office/Committee: Committee on Banking, Housing and Urban Affairs

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): 09/10/2016-09/12/2016

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Los Angeles, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the lead majority staffer for public transportation issues on the the Banking Committee, which has jurisdiction over such issues. I will be participating in APTA's Leigislative Committee meeting and speaking to the APTA Board Members about the legislative and regulatory activities related to public transportation.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

08/08/2016
(Date)

Shannon Hutcherson Hines
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Richard C. Shelby hereby authorize Shannon Hutcherson Hines
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

08/08/2016
(Date)

Richard C. Shelby
(Signature of Supervising Senator/Officer)



**AMERICAN
PUBLIC
TRANSPORTATION
ASSOCIATION**

August 2, 2016

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PRESIDENT & CEO

Richard A. White

Ms. Shannon Hines
Senior Professional Staff, Majority
Senate Banking, Housing, and Urban Affairs
534 Dirksen Senate Office Building
Washington, DC 20510

Dear Ms. Hines:

On behalf of the 1,500 member organizations of the American Public Transportation Association (APTA), it is my pleasure to invite you to the APTA 2016 Annual Meeting to be held September 10-14, 2016, at the J.W. Marriott Los Angeles L.A. LIVE, Los Angeles, CA. We expect about 1,000 public sector and private industry transit professionals will be with us in Los Angeles. APTA's Annual Meeting is the flagship event for public transportation professionals to engage in educational sessions, forums, tours, and network with peers.

In particular, we would like to invite you to participate in APTA's Legislative Committee meeting, scheduled for Sunday, September 11, from 10 am to 12:30 pm. Both of these meetings will provide a good opportunity for you to brief industry members on implementation and congressional oversight activities related to the Fixing America's Surface Transportation (FAST) Act, which Congress passed last year.

APTA will be pleased to provide you with hotel accommodations and meals, as well as roundtrip airfare between Washington, DC and Los Angeles, CA. Based on the timing of these meetings and the travel time between Los Angeles and Washington, DC I expect that you may want to arrive Saturday (9/10) and return on Monday (9/12), but we are happy to work with you on other travels times as appropriate. If you have any questions, please contact APTA's TaNeesha Johnson at 202-496-4892 or email tjohnson@apta.com. Thanks in advance for considering this opportunity to discuss legislative issues of importance to APTA's members. We know our members would benefit from your insights and the information you can share.

Sincerely yours,

James P. LaRusch
Chief Counsel and
Vice President - Corporate Affairs

JL/tjj

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): American Public Transportation Association (APTA)
2. Description of the trip: Association Annual Meeting
3. Dates of travel: 9/10/16 - 9/12/16
4. Place of travel: Washington, DC-Los Angeles, CA-Washington, DC
5. Name and title of Senate invitees: Shannon Hines, Senior Professional Staff, Majority
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR**
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND**
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

The travel time necessary precludes participation in the full day's activities without a second night.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

APTA invites, arranges travel, and Invitee's participation.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

To strengthen and advance public transportation. The trip provides education and information sharing opportunities between the staffer and a broad spectrum of the public transportation industry, specifically related to transportation authorization legislation.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

APTA has arranged similar trips annually for more than 20 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Seminars and conferences throughout the year; Industry standards development and training.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$384 - est. airfare \$133 - est. taxi fare	\$514 (\$257/night)	\$160	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) without regard to congressional participation

18. Reason for selecting the location of the event or trip

Association's members committee selection process.

19. Name and location of hotel or other lodging facility:

Westin Bonaventure Hotel & Suites, Los Angeles, CA

20. Reason(s) for selecting hotel or other lodging facility:

Competitive selection.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The negotiated lodging rate of \$257 is above the maximum FY2016 federal per diem rate of \$150. It is the rate applicable to all conference participants. The estimated costs for meals reflected the maximum per diem rate for Federal Government travel. See attachment of gsa.gov's calculations.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Commercial airline travel, coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: James P. LaRusch, Chief Counsel and Vice President-Corporate Affairs

Name of Organization: American Public Transportation Association (APTA)

Address: 1300 I Street, NW Suite 1200 East, Washington, DC 20005

Telephone Number: 202-496-4808

Fax Number: 202-496-4324

E-mail Address: jlariusch@apta.com

Congressional Staff Itinerary: APTA 2016 Annual Meeting Los Angeles, CA; J.W. Marriott L.A. LIVE

		Saturday, September 10, 2016
8:20 PM		Arrival at LAX, Los Angeles, CA; American Airlines 519
9:00 PM		Dinner on your own
		Sunday, September 11, 2016
7:00 AM	7:45 AM	Coffee/Breakfast on own
8:00 AM	9:00 AM	Joint Business Member Procurement and Legislative Subcmte Meeting
10:00 AM	12:30 PM	APTA Legislative Committee Meeting
12:30 PM	2:30 PM	Lunch on own
2:30 PM	4:00 PM	Bus & Paratransit CEO Committee Meeting
6:00 PM	8:00 PM	Welcome to Los Angeles Reception
8:00 PM		Dinner on your own
		Monday, September 12, 2016
8:30 AM		Depart at LAX, Los Angeles, CA; American Airlines 240

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